TEXAS
The University of Texas at Austin
Steve Hicks School of Social Work

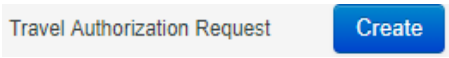
OADR TRAVEL GUIDELINES

STANDARD TURN AROUND TIME: 1 WEEK

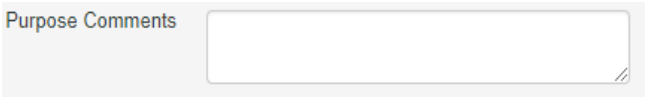
All travelers should submit an electronic Request for Travel Authorization (RTA) for business travel. Prior approval for all business travel is required for absences of employees from the campus or other designated headquarters for periods of half a day or more during the normal working period, whether or not there is a cost to the university. Prospective employees (traveler type P on an RTA) also require prior approval before travel dates. Non-employees and students not traveling as employees (traveler types N and S) are not required to have prior approval. All travelers must submit an RTA before claiming travel reimbursements. Payment Services does not require travel authorization for personal absences such as vacation.

Request for Travel Authorization:

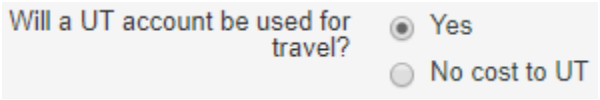
1. Go to the Request Home on the UT Direct website: https://utdirect.utexas.edu/apps/services/requests/
2. Click to "CREATE" a Travel Authorization Request under the Expense Requests box



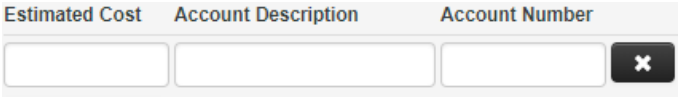
3. In the request page, fill out ALL sections with a red asterisk *
4. Be sure to add comments for Purpose and Benefits, none are needed for Disposition of Duties



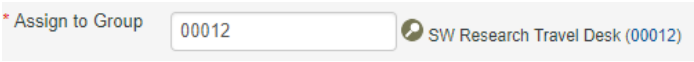
5. Under Account Information, select "yes" indicating a UT account will be used for travel.



6. Enter $1.00 for estimated cost and include Account Description and 10-digit Account Number



7. Select Continue at bottom of page
8. On the next screen, select Assign to Group and enter group code **00012** for the SW Research Travel Desk.



9. Click Assign

Congratulations! You have submitted an RTA!

What happens next?

The RTA initiates the approval process. Once an RTA has reached final approval, the requestor will receive an automated email with RTA details including RTA number and VE5 Doc ID to be used for the Travel Reimbursement Request.

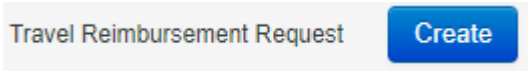
The rules and regulations covering travel reimbursement come from several sources. The University of Texas is governed by the State of Texas Travel Regulations Act, the General Appropriations Act,

Rules and Regulations of the University of Texas System Board of Regents, and official interpretations of the Travel Act as made by the State Comptroller of Public Accounts.

NOTE: All accounts follow specific travel rules. Per diem amounts are subject to change based on the account and timeframe. If you are unsure about the max/minimum travel rates, please check in with your Account Manager prior to travel.

Request for Travel Reimbursement: to be submitted after travel is complete

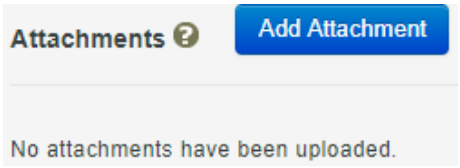
1. Go to the Request Home on the UT Direct website: https://utdirect.utexas.edu/apps/services/requests/
2. Click to "CREATE" a Travel Reimbursement Request under the Expense Requests box



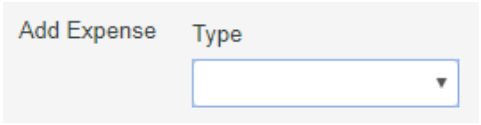
3. To select RTA for reimbursement, enter in the appropriate traveler UT EID and the RTA for the specific travel in question (RTA number can be found in approval email).

4. Select travel trip and click continue.
5. In the request page, fill out ALL sections with a red asterisk *
6. Scan receipts and upload as PDF documents to include with your request. For mileage reimbursements, use MapQuest to document distance.

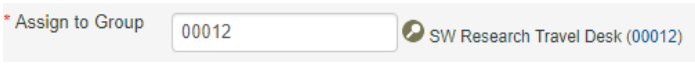
   FOR ALL RECEIPTS: A $0.00 balance or last four digits of credit card must be shown to qualify as proof of payment



7. Under Reimbursement Information, add all Expenses by type. Estimated reimbursement total will display as expenses are added.



8. Once all receipts and expenses are added, select Continue at bottom of page
9. On the next screen, select Assign to Group and enter group code **00012** for the SW Research Travel Desk.



10. Click Assign

Congratulations! You have submitted a Request for Travel Reimbursement! You will likely be reimbursed within 30 days.

NOTE: NEVER select "Finalize" on a Travel Reimbursement Request

Should you have any questions regarding Travel Request and Reimbursements, please contact your account manager.